

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Travel Approving Authorities

FROM: John H. Stein
Deputy Director for
Operations

EXTENSION

NO.

DD/A Registry

DATE

83-0467/4

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)1. Deputy Director
for Administration
7D18 Hqs Bldg.2. *ec/DDA*25 JUL
1983*[Signature]*DD/A REGISTRY
100-5

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25 JUL 1983

DD/A Registry

83-048/24

MEMORANDUM FOR: Deputy Director for Administration

FROM: John H. Stein
Deputy Director for Operations


SUBJECT: Travel Approving Authorities

Harry,

1. Per your request, I have conducted an extensive review of travel approving authorities within the Directorate of Operations. Within the Headquarters Divisions and Staffs, I have reduced the number of travel approving authorities to 67. Please see the attached list.

2. I have concurrently confirmed all current approval authorities with the Office of Finance, so that effective this date, their records and those of the Directorate of Operations are in agreement.

3. I have also tasked the respective Division and Staff Chiefs to periodically review the continuing requirement for their officers to retain travel approving authority.


John H. Stein

Att:
List of Travel Approval
Authorities

25X1

CONFIDENTIAL

25X1

Page Denied